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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 24 May 1956

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #21  
18 May through 24 May 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Basic Orientation

(1)

attended a briefing for instructors, given by the Assessment and Evaluation Staff on Tuesday, 22 May.

25X1

25X1

(2)

presented a lecture, "Communist Doctrine," at the Foreign Service Institute on Monday, 21 May.

25X1

b. Clerical Training

(1) During the week of 15 May there were 22 people enrolled in Clerical Induction and 9 in Clerical Orientation.

25X1

c. Orientation and Briefing

(1) A briefing of the Mid-Careerists, Foreign Service of the Department of State, is scheduled for Tuesday, 5 June.

(2) Arrangements have been made for the DD/I to present the introductory remarks at the Eighth Departmental Briefing.

(3) The Chief, OB, conducted a special briefing for the Junior Foreign Service Officers of the State Department on Wednesday, 16 May.

(4) The Chief, OB, lectured to the current class at the Strategic Intelligence School on Thursday, 17 May.

(5) Mr. Robert King, Executive Assistant to the Vice President of the United States, who expressed the desire for a special briefing, has been invited to attend the next Departmental Briefing.

JOB NO. BOX NO. FLD NO. DOC. NO. 3 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST. 22  
NEXT REV DATE 09 REV DATE 14-12-79 REVIEW  
NO. PGS 8 CREATION DATE 11 ORG COMP 11 OPI 11 ORG CLASS 5  
REV CLASS REV COORD. AUTH: HR 70-3

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d. Management Training

(1) Basic Supervision #20, GS-5 to GS-7, ended on Friday, 18 May, with 18 students. Eight were from DD/S; four from DD/P; five from DD/I; and one from Cable Secretariat.

(2) [ ] has been accepted for two weeks of external training at the University of Chicago. She will attend a workshop dealing with group relations from 25 June through 6 July.

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e. Instructor Training

(1) [ ] has completed a review with Mrs. [ ] Chief, Clerical Refresher Training, of the material in her revised lesson plans.

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(2) [ ] was engaged for three days this week in a covert training assignment for [ ]

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f. Administrative Training

(1) The DD/S Cable Refresher course was presented to personnel from Security, Medical, and the Office of the Director by [ ] on 22 May. Reports indicate that DD/S personnel who have attended previous refresher courses have found them very beneficial.

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(2) Arrangements are being completed for [ ] to join the staff of Administrative Training as an instructor.

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(3) Publications advised that a photostatic copy of the Finance Handbook had been routed to the Director of Training.

g. Personnel Notes

(1) [ ] instructor in Clerical Induction Training, left on maternity leave on 18 May.

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(2) [ ] reported to the Management Training office on 18 May. She will replace [ ] who will leave on 4 June to become secretary to the Chief, Basic School.

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